

Quality Assurance Process

Introduction

Court employees take seriously the importance of the accuracy and integrity of the docket. Therefore, the Clerk's office has implemented a quality assurance program which includes a review of every filing in ECF.

Process

Case managers review filings within 24 hours of receipt. If there is a deficiency in the filing, the case manager notifies the filing user with a description of the deficiency and action, if any, required on the part of the filing user.

Deficiencies

Following is a chart listing some of the most common errors.

Deficiency Category	Description
Attorney	Omitted to add attorney when filing document
Document	Problems with document, including: <ul style="list-style-type: none">• Attachments filed incorrectly• Case Caption and/or Case Number• Legibility• Missing pages• Scanned vs. converted• Signature issues, e.g., signature missing, signature on document does not match log-in
Filing Entry	Problems with the entry, including: <ul style="list-style-type: none">• Attachments/Exhibits not properly described• Incorrect event• Incorrect filer• Docket text or spelling error• Linkage
Judge-related	Filing Preferences not followed

Deficiency Category	Description
Motion errors	These include: <ul style="list-style-type: none"> • Failure to include consultation certificate • Using an incorrect relief • Failing to handle multiple reliefs • Omitting Supporting Memoranda
Party errors <i>See Adding Parties in ECF</i>	These include: <ul style="list-style-type: none"> • Failure to include alias(es) • Failure to include corporate parent(s) • Failure to add a party that should have been added • Failure to include the party's role • Failure to terminate a party • Errors in Party Text

It is important to follow instructions provided in the email sent by the case manager. If there are questions, please call the appropriate case manager for assistance.
